

Missouri State Library  
Office of the Secretary of State

Library Services & Technology Act  
Federal Grant Program

**English as a  
Second Language  
Immigrant Narrative  
Project**  
Grant Application

Fall 2003

**Missouri Five-Year State Plan  
For the Use of  
Library Services and Technology Act (LSTA) Funds  
Fiscal Years 2003 - 2008**

Definitions:

- A. A public library is a library established and maintained under the provisions of the library laws or other laws of the state related to libraries, primarily supported by public funds and designed to serve the general public.
- B. A public elementary school or secondary school library is a library controlled and operated by publicly supported elementary or secondary schools, and designated to serve faculty and students of that school.
- C. An academic library is a library which is controlled and operated by a two (2) or four (4) year college or university, either publicly supported or private, and which is designated primarily to serve faculty and students of that college or university.
- D. A special library is a library established by an organization and designed to serve the special needs of its employees or clientele. A special library must have an appropriately trained librarian, an organized collection, a minimum of 20 hours of service per week, with some opportunity allowed for service to the public or a strong commitment to resource sharing. They include both private libraries and publicly funded libraries, such as those serving mental health facilities, correctional institutions, and government agencies.
- E. A library consortium is any local, statewide, regional, interstate, or international cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers, for improved services for the clientele of such library entities.

Reprinted from State Plan submitted July 31, 2002

**MISSOURI STATE LIBRARY  
LSTA Grant Program  
English as a Second Language  
Immigrant Narrative Project  
Information & Guidelines  
Fall 2003**

**What is this grant program?**

This program offers Missouri public libraries that are currently receiving state-aid the opportunity to apply for a grant designed to serve their limited English proficient (LEP) immigrant patrons through a project to help them practice English while communicating their experiences as immigrants and comparing their own experiences to those of other immigrants.

Native English-speaking volunteers meet regularly with between one and three immigrants who are non-native English speakers with the object of practicing English in a safe, friendly environment; building supportive contacts with native born people, discovering commonalities of immigrant experiences in the USA; preserving in written English some facets of their own immigrant experiences. The sessions are not formal classes.

Libraries will collect and print narratives (with permission of the writers) and distribute or preserve them in some appropriate manner.

**Who may apply?**

Missouri public libraries that currently receive state-aid.

**What special considerations apply to this grant program?**

- There should be a demonstrable need within the patron community.
- A regular meeting place (preferably, but not necessarily, the library) is required.
- The partners must meet on a regular schedule, preferably weekly, although all participants in the project do not have to meet at the same time.
- English-speaking partners must be present and active on a regular basis.
- At least one training session for the English-speaking volunteers is needed.
- Instructional programs, community groups, and service agencies working with the target population should be informed of the existence and extent of the immigrant narratives project.
- The program must be non-discriminatory.
- Optionally, childcare or a concurrent children's English literacy activity may be offered in connection with the grant project; the grant will provide partial support for an optional children's activity occurring while partners meet.
- The grant amount for the children's activity may not comprise more than 25% of the grant award excluding the amount for a laptop computer if requested.
- If justified the grant may also pay for one laptop computer to be used in the reading and writing part of this grant project.

### **What amount of funds may be requested?**

A library may request up to \$8,000 per branch, plus the cost of a laptop computer if it is requested.

### **Are local matching funds required?**

No local matching funds are required. However, LSTA funds may not be used for materials bought for the library's collection or for software; if these items are purchased local money must be used.

### **How may the grant funds be used?**

#### ***Eligible expense include, but are not limited to:***

- Part-time coordinator for the program during the grant period.
- Part-time coordinator may also coordinate the childcare/children's activity if one is offered.
- Reasonable training costs for volunteers and training materials.
- Supplies and consumable English language materials.
- Materials for the program itself. Please note: LSTA funds may not be used for materials that may become part of the library collection, although LSTA funds may sometimes purchase workshop materials and activity supplies.
- Publicity, including translation, mailing, and printing costs.
- If justified, one laptop computer (minimum specifications: Pentium 4 processor, 256 MBSDRAM, 30 GB hard drive, CD-rom drive) to be used in the reading and writing part of this grant project. Separate software is not covered by the grant, although software that comes "bundled" with the laptop is acceptable

If the library chooses to offer childcare or a concurrent children's activity, the grant will also pay for:

- Supplies, consumable materials, and other activity expenses for a concurrent children's activity or childcare.
- Coordination of the children's activity may fall within the job description for the part-time coordinator. The children's activity may be staffed by library staff, volunteers, or paid part-time workers. The grant will subsidize paid childcare workers for the hours in which the groups are meeting.

#### ***Ineligible expenses include, but are not limited to:***

- Transportation or field trips.
- Existing staff costs within the regular workweek.
- Collection acquisitions.
- Vehicles, furniture, or payment to participants.

### **What is the review process and application deadline?**

- Eligible applications are reviewed and evaluated by the State Library staff.
- Staff recommendations are submitted to State Librarian.
- State Librarian submits recommendations to Secretary of State.
- Secretary of State makes the final decision.
- To be eligible for review, grant applications must be received at the State Library **postmarked by October 21, 2003 or hand delivered by October 22, 2003**. Only completed application forms from eligible institutions will be reviewed.

### **How long is the grant period?**

The grant period for this project is **January 1, 2004 through December 31, 2004**. The local timeframe may be less than 12 months but must fall within this period.

### **How are grant payments made?**

- Grantees will be awarded 70% of the total grant amount upon completion of the final, executed agreement. A final payment of the remaining grant amount expended will be awarded upon completion of the project and submission of the Final Report and Final Request for Payment, which is due within 30 days of the completion of the project.
- Grant funds may be encumbered or expended only after the grant agreement is fully executed and signed by the grantee, the State Librarian, and the Deputy Secretary of State.

### **What reports must grantees make?**

Depending upon the duration of the project, at least one Interim Report will be required, in addition to a Final Report. A copy of the narratives produced as part of the project should be attached to the final report.

### **Where and how do I apply?**

#### ***Mail completed application forms to:***

LSTA Grants Officer  
LSTA Grant Application  
Missouri State Library  
600 West Main Street, PO Box 387  
Jefferson City, MO 65102-0387

### **For further information, contact:**

For questions about ESOL or the Immigrant Narrative Project, please contact Karen Jones, Library Literacy Consultant, Missouri State Library, telephone 573-751-0158, 800-325-0131 ext. 11, or [jonesk@sosmail.state.mo.us](mailto:jonesk@sosmail.state.mo.us)

## **CIPA COMPLIANCE**

In deciding whether to apply for any LSTA-funded grant, libraries should be aware that accepting such a grant might trigger an obligation to comply with the Federal Children's Internet Protection Act (CIPA). Whether CIPA is triggered will depend on the specific use of the LSTA funds awarded and the grant period of the award. If triggered, CIPA will require a grant recipient to certify either that it is undertaking efforts to comply with CIPA or that it has in place a policy of internet safety that includes the operation of a technology protection measure (filter) with respect to any of the recipient's computers with internet access. The nature of the certification depends upon the type of library making application and the grant period of the award.

**MISSOURI STATE LIBRARY  
LSTA Grant Program  
English as a Second Language  
Immigrant Narrative Project  
Application Instructions  
Fall 2003**

*Please call Kay Callison, LSTA Grants Officer, 1-800-325-0131 ext. 9, if you have questions about the instructions or application form.*

**GENERAL INSTRUCTIONS**

- Use the enclosed application form. The application form is not to be changed in any way.
- The application will be photocopied for use by the Grant Review Committee. Fill in the library's name at the top of each sheet. The application form and instructions may be photocopied as needed.
- Part II—Narrative is to be typed double-spaced on plain sheets, with the library's name at the top of each sheet. Attach this narrative to the back of the application form.
- Signatures must be included or the application will be ineligible for consideration.
- Failure to give the required information may eliminate your application from consideration.
- Double-check your math in the budget portion. Proofread the proposal. Correct spelling, grammar, and typing mistakes before submission.
- Use white 8-1/2 x 11" paper. Do not use binders, folders, notebooks, or staples.

**ITEMIZED INSTRUCTIONS**

**Part I**

*Project number*—Leave blank.

*Name of library*—Give the official, legal name of the library.

*Federal Tax I.D. # or MO Vender # if different*—Same as Federal Employee Identification Number (FEIN) or Tax Identification Number (TIN). Make sure this is your Missouri Vender ID number. In some cases, it is different and this is the number we must have to process your application.

*Project Director*—Give name of person who will oversee the project and serve as a contact for reports. Include project director's email address.

*Total population of library's legal service area*—Using the latest available census figures, give the population of the legal service area for all participating agencies.

*Estimated number of persons to be served by this project*—Give a realistic estimate, based on the best and most current information available, of the number of targeted people the project will reach. The Missouri State Census Data Center website may be found at: <http://www.oseda.missouri.edu/mscdc/index.html>.

*LSTA funds requested*—Show the total amount of grant funds you are requesting. Round to the nearest dollar.

*Project summary*—Provide a concise description of your project, not to exceed 250 words. Include key information from each section of Part II.

## **Part II—Narrative**

This is the most important part of your application. Attach additional sheets with your responses. Organize your narrative using the numbers and headings shown in the application. Type the library's name in the upper right-hand corner of each additional sheet. Add page numbers. Paperclip sheets to application form. Do not use binders, folders, notebooks, or staples. Type and double-space.

Paperclip any support materials to back of application, after signature page. If you are working with a community partner, attach a letter explaining the resources provided by that partner to your project. A letter must be included for each partner.

## **Part III- Certification and Signatures**

*Signature of Library Director*—The application must be signed by the administrative head of the library, i.e., the library director, or other administrator, **in blue ink**.

*Signature of Library Board President*—The library board president must sign the application form, **in blue ink**. This individual must have the authority to sign legal binding agreements. A signature and date on these lines indicate that the library board understands and approves the intent of the grant and will allow the designated project director to oversee the project.



**MISSOURI STATE LIBRARY  
LSTA Grant Program  
English as a Second Language  
Immigrant Narrative Project  
Grant Application  
Fall 2003**

Project # \_\_\_\_\_

**ATTENTION: YOU MUST USE THIS SHEET AS PAGE 1 OF YOUR APPLICATION!**

**PART I**

*Please type.*

Name of library: _____	
Federal Tax I.D. # or MO Vender # if different: _____	
Address: _____	
City: _____	County: _____ Zip code: _____
Phone: _____	Fax: _____
Library director: _____	
Project director (contact person): _____	
E-mail address (contact person): _____	
Total population of library's legal service area: _____	
Estimated number of persons to be served by this project: _____	
Library's current tax rate:	\$ _____
Library's current operating budget:	\$ _____
<b>LSTA funds requested:</b>	<b>\$ _____</b>
Local funds to be used (optional):	\$ _____

**Project summary** (not to exceed space provided):

### **Project Description to which you agree in applying for this grant**

Please be sure you read and agree to the descriptions, goals, and activities laid out for this grant.

During this project, libraries will recruit and train native-English speaking volunteers who will be paired with from one to three low-English-proficient (LEP) immigrants to:

1. Practice English and
2. Create written English documents about the participants' experiences in coming to this country or living here as immigrants.

This project primarily has an English language focus since both speaking and writing in English would be the intense activities of the project. It has community building implications as well since it will build relationships between members of immigrant or other language communities and native English-speaking citizens. The project also connects with traditional library activities including local history, genealogy, adult education, and giving access to diverse human experiences in written form. If word processing is used in creating the narratives, it also has literacy and technology implications.

Libraries receiving this grant will:

- Recruit and train English speaking volunteers and low-English proficient (LEP) immigrant adults to participate in this project.
- Provide space, activity coordination, and materials to the participants in this project.
- Provide English-speaking volunteer partners to work with immigrant individuals to read and discuss written immigrant narratives.
- Provide English speaking volunteer partners to work with immigrant individuals as they talk about and write in English their own stories of coming to the USA. These stories will be written in English that is sufficiently standard for others to understand it.
- Recruit LEP immigrants to participate in this project.
- Print, preserve, and distribute these narratives in an appropriate manner (with permission of participants).

### **Goals and Objectives the library agrees to in applying for this grant**

Goal: Low English proficient participants will improve their English language skills.

Objectives:

- With the help of their English-speaking volunteer partners, immigrant individuals will improve their English skills through reading and discussing immigrant narratives written in English.
- With the help of their English-speaking volunteer partners, immigrant individuals will improve their English skills through verbalizing and discussing their own experiences.
- With the help of their English-speaking volunteer partners, immigrant individuals will improve their English skills through writing and editing their stories of immigrating to and living in the USA in English.

Goal: Immigrant experiences will be communicated, shared among partners, and made available to others in the library context.

### Objectives:

- With the help of their English-speaking volunteer partners, immigrant individuals will access, read, and discuss existing immigrant narratives written in English and available in several formats.
- With the help of their English-speaking, immigrant individuals will write and edit in English their stories of immigrating to the USA.
- Resulting immigrant narratives from the project will be printed and shared (with permission of the writers).

## **PART II: NARRATIVE**

Complete the application by briefly answering the questions that follow. Attach additional sheets with your answers to the following items. Include the library name in the upper right-hand corner of each sheet. Number your responses to correspond with the numbers below. Please type, double space, and number the pages.

1. Describe your community's need for this ESOL Immigrant Narratives project.
2. How will your library recruit English speaking volunteers?
3. How will your library train English speaking volunteers?
4. How will your library recruit low English proficient (LEP) immigrant adults to participate in this project?
5. What space can your library provide?
6. Briefly describe the activity coordination you plan on implementing.
7. What materials do you plan to provide to help the participants in this project accomplish the goals and objectives for reading and discussing other immigrant narratives?
8. Are you applying for a laptop computer to use with this project? If yes, please explain the need. (Note: minimum specifications: Pentium 4 processor, 256 MBSDRAM, 30 GB hard drive, CD-rom drive)
9. What other resources will you provide as immigrant individuals tell, write, and edit their personal immigrant narratives?
10. How will the library will print, preserve, and distribute these narratives and why will this be appropriate to the project?
11. Are you applying for a concurrent children's activity/ childcare? If yes, please describe.
12. How will your library decide if this project has met the goals and objectives set forth for it? (You will be asked to submit a copy of the collected narratives along with a final report.)

**Budget**

13. Using the budget worksheet provided with this application, include a line-item budget. Round all figures to the nearest whole dollar. Check your math! The addition of local funds is not required, however, if local funds will be added to the project, list them on the first page of the application in the space provided.
14. Provide a budget narrative explaining all anticipated project costs listed on the budget worksheet. Computers must meet or exceed the minimum specifications listed in the application form. All requests for project equipment must be project specific, appropriate to the project, and justified. Provide valid explanations for why equipment already owned by the library cannot be used. Requests for staff costs must include justification for additional staff hours, the rate at which staff will be paid, and the total number of hours staff will work. *Provide explanations for both federal and local funds.*

**The TOTAL LSTA FUNDS REQUESTED amount should match the amount of LSTA funds requested line in PART I.**

### 13. BUDGET WORKSHEET: LSTA English as a Second Language Immigrant Narrative Project Grant Application

Budget Item	Amount per site	Number of proposed sites	Total Requested
Salary for coordinator for period of grant			
Volunteer training costs (supplies, materials, trainer)			
Publicity (including translation of publicity pieces)			
Consumable materials/supplies to be used in the project			
Costs for printing narratives and distributing appropriately			
Childcare—salary for workers (Total request for childcare may not exceed 1/4 of the total grant excluding the cost of laptop computer.)			
Childcare—activity supplies (Total request for childcare may not exceed 1/4 of the total grant excluding the cost of a laptop computer.)			
Optional laptop computer (Attach description or printout showing machine requested and justification for choosing this machine.)			
Other (If not justified in the narrative portions of this application, please justify on an additional sheet of paper.)			
<b>TOTAL LSTA FUNDS REQUESTED</b>			

### PART III: CERTIFICATION AND SIGNATURES

**ATTENTION:** You must use pages 9, 13, and 14 as part of your application! To complete this application, attach numbered pages with responses to items in Part II.

Signatures of both the Library Director and the Library Board President are required, or the application will not be considered.

*We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. This application has been authorized by the appropriate authorities of the applying library. By signing this application, the library board acknowledges compliance with and agreement to all eligibility requirements.*

\_\_\_\_\_  
Type name of Library Director

\_\_\_\_\_  
Type name of Library Board President

\_\_\_\_\_  
Signature, above official (in blue ink)

\_\_\_\_\_  
Signature, above official (in blue ink)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

***Mail completed applications to:***

LSTA Grants Officer  
LSTA Grant Application  
Missouri State Library  
600 West Main Street, PO Box 387  
Jefferson City, MO 65102-0387

**Application deadline: October 21, 2003 (postmarked); October 22, 2003 (hand delivered)**

For State Library use only:

\_\_\_\_\_ Approved      \_\_\_\_\_ Not Approved      \$ \_\_\_\_\_ Amount Awarded

*These grants are made available through funds from the Library Services and Technology Act appropriated by Congress and administered by the Institute of Museum and Library Services and the Missouri Secretary of State.*

